

Professional and Managerial Branch  
General Administration Group  
Risk Management Series

**E.P.W.U. SAFETY AND CLAIMS COORDINATOR**

5/99 (SAC)

*Summary*

Under direction, plan, direct and coordinate the Water Utilities' safety and claims management program.

*Typical Duties*

Manage Utilities' claims programs such as personal injury liability, property damage and workers' compensation. Involves: investigating accidents or incidents resulting in property damage or personal injuries and recommending appropriate remedial action; responding to major property damage and personal injury emergencies during other than normal working hours; reviewing and analyzing claims to classify risks by frequency, potential severity and financial impact on department; identifying trends and making recommendations to control risks and losses; participating in negotiations to settle property damage and personal injury claims against the Water Utilities; conferring with managers, legal staff, third party administrators and regulatory agencies to develop and implement plans to eliminate or reduce hazards in work methods and environmental conditions, reduce employee lost time and comply with required reporting; responding to legal interrogatories and requests for production of records; giving depositions and testifying in court; providing information to employees regarding worker's compensation and related City benefits; representing the Utilities at benefit review conferences, contested case hearings and arbitrations; preparing operational and risk reports for management analysis.

Plan, implement and direct safety policies and procedures in compliance with Federal, State and City rules and regulations. Involves: analyzing and evaluating effectiveness of safety procedures and programs, and recommending changes as needed; overseeing investigation of accidents or incidents to determine causes; coordinating job site inspections to evaluate operations for potential hazards; recommending preventive or corrective measures; devising training programs to disseminate federally mandated information and promote safety awareness regarding general and specific issues such as: vehicle and proper equipment operation, programs and hazardous materials handling and storage.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other duties as required. Involves: substituting for subordinates, coworkers or supervisor to maintain continuity of services and operations during temporary absences.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Insurance, Risk Management or closely related field plus four (4) years of increasingly responsible professional experience in administering risk reduction, self-insurance or Workers' Compensation programs; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: Workers' Compensation laws; practices and procedures related to the performance and function of insurance programs; current legislation related to insurance and workers' compensation benefits. Good knowledge of: accident prevention concepts; occupational hazards and safety standards; accident reporting procedures and analysis; Occupation Safety and Health Administration (OSHA) standards and laws; insurance claims preparation; supervisory techniques.

Ability to: analyze, interpret, evaluate and report findings; develop and implement operational procedures; communicate effectively, orally and in writing; establish and maintain effective working relationships with employees, City officials and the general public; supervise, train and evaluate assigned personnel; maintain files and prepare reports.

*Physical Requirements:* Mobility in an office and field environment; frequently operate a motor vehicle through City traffic.

*Special Requirements:* Work beyond standard workday or workweek hours and be on call as necessary.

*Licenses and Certificates:* Texas Class "C" Driver's License or equivalent issued by another state.

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Director of Personnel

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Department Head

**OFFICIAL**